



APPENDIX A

Source Interlink Career Opportunity Form

POSTING DATE: 3/2/10

POSITION: Circulation Manager I

DEPARTMENT: Publisher Services

LOCATION: Bonita Springs, FL

REPORTS TO: Group Manager, Circulation

FUNCTIONS:

As a circulation manager you will be responsible for the account management of a portfolio of magazines that are distributed and sold to a national network of retailers including: Walmart, Barnes & Noble, Rite Aid and Borders. Account management encompasses day-to-day client communication with external publishers as well as extensive internal orchestration of information to make sure magazines are distributed as planned. You will analyze and facilitate growth opportunities by representing magazines to new retailers and existing retailers where additional product would be beneficial.

- Work with publishers to understand the unique dynamics of their magazines and maximize sales of magazines at Source Interlinks retailers.
- Research distribution and/or invoicing queries to resolve publisher questions
- Communicate with internal departments to orchestrate the detailed distribution of magazines.
- Analyze sales results to identify growth areas and/or reduce distribution to unprofitable stores.
- Review and maintain accurate data within custom applications

REQUIRED QUALIFICATIONS:

- BA in Marketing, Business, Communications
- Proficient computer knowledge: Microsoft Outlook, Excel and Word
- 2+ yrs account management experience preferred
- Must have the organizational skills necessary to handle multiple tasks simultaneously and prioritize workload to maximize productivity and efficiency.
- Must have excellent written and verbal communication and relationship building skills.
- Must demonstrate a proactive approach to problem solving, be solution oriented and have the ability to take initiative to implement and follow through with solutions.
- Must possess the ability to operate in a dynamic and changing environment
- General understanding of the industry, i.e. types of distributors, competing distributors
- The ability to sit for prolonged period of time and view computer screen.

HOW TO APPLY FOR THIS POSITION:

Email resume, letter of interest and salary information to: jobs@sourceinterlink.com